



BENALLA EQUESTRIAN CENTRE VENUE HIRE TERMS & CONDITIONS 2026

BEC Facility hire - prior to the hire period the hirer must:

1. Pay a bond of \$500 to secure your booking. This bond is to ensure the grounds and amenities are returned in good condition as hired. This will be refunded post hire following approved facility inspection.
2. Full payment of venue hire is payable in advance of your event, with the balance (camping fees, facility fees, any additional costs and breakage etc) due within 14 days post the event.
3. Hire cancellations - if hire is cancelled within 14 days of the scheduled event time, an admin fee of 50% of the hire fees will be retained by BEC. Outside the 14 days a fee of 25% will be charged. If an event is postponed to an alternative date due to extreme weather conditions, fees paid to BEC will be carried forward to the new date without penalty.
4. Notify Benalla Equestrian Centre at least 5 days prior to any event of any 'extra' event requirements (see 'extra' items on fees & charges list).
5. Supply Benalla Equestrian Centre with a copy of club/organisations' current insurance certificate.
6. Provide Benalla Equestrian Centre with a complete risk management plan for your event if more than 100 horses.
7. Benalla Equestrian Centre Inc. will send a tax invoice to the hirer for:
 - (a) the bond on receipt of the booking form
 - (b) the balance of the hire fees at the completion of the period
8. All users/hirers need to provide their own teatowels, dishcloths and dishwashing liquid.

Fees:

9. **Facility fees** - A facility fee of \$10 per horse is charged to all riders participating in an event/clinic. After the event/clinic the hirer must confirm the number of horses to the BEC booking secretary with 3 days of the event.
10. **Amenity Cleaning fees** - Amenities will be cleaned prior to your arrival. If you require additional cleaning throughout your event, arrangements can be made for an additional fee if notification is given prior to event/clinic.

General rules:

11. **Alcohol sales** - Any alcohol sales undertaken by the hirer must be in accordance with Vic government liquor licencing regulations in conjunction with BEC rules. Information can be found at <https://www.vcglr.vic.gov.au/liquor/sporting-and-community-club/apply-new-licence/apply-liquor-licence>.
12. **Arenas** - all arenas must be left in a clean state and must be clear of manure at the end of the event/clinic. A cleaning fee will be charged and deducted from the bond if this is not adhered to.
13. **Camping** - competitors must book and pay the event organiser for the use of all powered and non-powdered camping sites prior to the event.
14. **Catering and other on-site vendors** - all catering and other vendors must provide a certificate of currency for public liability insurance (minimum cover \$20,000,000) and the relevant required food handling permits. Copies must be provided to BEC prior to the event.

***On-site vendors** are required to ensure that they do not have power leads exposed in a manner non-compliant with current OH&S requirements of safety regulations.

15. Dogs - dogs are permitted at the venue at the discretion of the organising club. Owners must clean up after their dog. Dogs must be restrained at all times. **DOGS ARE NOT ALLOWED INSIDE THE CLUBROOM BUILDING AT ANY TIME.**

16. Equipment inventory - an equipment inventory will be undertaken pre and post event by BEC. The replacement cost of missing items will be charged to the hirer. Wheelbarrows, rakes and shovels are supplied as part of the equipment inventory.

17. Grounds - the grounds must be left neat and tidy with all rubbish and manure picked up and disposed of, and all facilities locked.

18. Liability - In using the facilities at the Benalla Sports & Equestrian Centre, hirers and users acknowledge that Benalla Equestrian Centre Inc. accepts no liability for accidents related to horse transport, movement and horse riding. Hirers and users transport, handle, saddle, participate with and ride at their own risk. **ANY ACCIDENTS, HAZARDS, RISKS OR DAMAGE TO THE VENUE MUST BE REPORTED IMMEDIATELY TO BENALLA EQUESTRIAN CENTRE INC.**

19. Manure - it is the rider's responsibility to remove and properly dispose of their horse's manure in the designated manure bay provided.

12. Multiple events - BEC reserves the right to conduct /run multiple events at any given time at their discretion. Consideration will be given to all events and information regarding multiple events will be provided to hirers.

21. Noise levels - no public address system is to be operated prior to 7am on any morning. PA systems are to be turned off by midnight on Fridays, Saturdays and any day preceding a public holiday. All other nights PA's must be turned off by 10pm. Music at night must be played at a reasonable level and must be turned off by midnight.

22. Rubbish - all rubbish must be disposed of in designated rubbish bins provided. The cost of any additional rubbish cleanup required after an event will be deducted from the bond.

23. Toilets and showers - toilets, showers and kitchen will be cleaned pre-event. Toilet paper and hand soap is provided. Please be conscious of water usage. We are in the country and on a septic tank system.

Livestock rules:

24. POO! POO! POO! Must be cleaned up! From arenas and around arenas. From driveways and walking tracks. All manure must be taken to the manure bay. Barrows and rakes are provided. **A collection fee will be charged and deducted from the bond if this is not done properly.**

25. Fenced Area - all horses must be kept within the designated fenced area.

26. Power cords - Horses can be tied to floats if they are under supervision, however they cannot be tied to vehicles using electrical power or in the powered camping sites.

27. Manure - Horse manure in all camping areas must be cleaned up and taken to the manure bay provided. **NO MANURE IS TO BE DISPOSED OF UNDER TREES.**

28. Bedding - BEC requires that you use shavings or sawdust in your stable/yard. No straw is to be used for bedding. Bedding for stables and yards is to be supplied by the hirer/user or can be collected from the sawdust pile provided. After the event all waste bedding and hay is to be removed and placed in the manure bays provided. **If yards/stables are left dirty a \$30 per yard/stable cleaning fee will apply and will be deducted from the bond.**

29. Wash bays - Wash bays are located near the stable block. Wash bays must be kept clean at all times. Manure is not to be left around the wash bays, it is to be deposited in the manure bay.